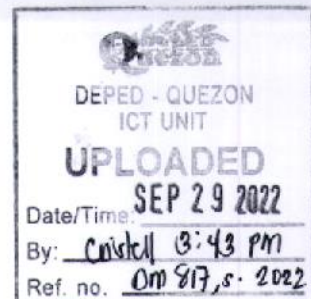




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



27 September 2022

DIVISION MEMORANDUM

DM No. 817, s. 2022

RECONSTITUTION OF THE DIVISION DISPOSAL COMMITTEE

To: Assistant Schools Division Superintendents
Division Chiefs
Public Elementary and Secondary School Heads
District and School Property Custodian
All Others Concerned

1. Pursuant to the provisions of DepEd Order No. 008, s. 2021 otherwise known as "**Revised Signing Authorities for Administrative and Financial Matters in the Department of Education**", which prescribed the necessary rules and regulation of the proper management of public property, the following are hereby designated to compose the Division Disposal Committee of this Division, to wit:

Chairman : **MARIA DOLORES D. ATIENZA**
Administrative Officer V

Members : **GEORGE D. AGUILA**
Administrative Officer IV

EDMUNDO R. MARIN JR.
OIC – Accountant III

Technical Staff: **ENGR. RAMIR O. ARBOLENTE**
Engineer III

WILBERT P. PORTEZA
Information Technology Officer I

ARVIN P. REPASO
PDO II - DRRM

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Secretariat : **ARLENE M. TOLENTINO**
Administrative Officer II

MICHELLE P. DE MESA
Administrative Assistant III

2. Guided by Section IV - K of DepEd Order No. 008 s. 2021, Signing Authorities for Administrative Matters for Property and Supply Issuances, the full and sole authority and responsibility for the disposal of government properties and other assets by the government shall be lodged to the head of the office or the Chairman of the Disposal Committee. He/She is also the Approving Authority in the Waste Materials Report (WMR) and Inventory and Inspection Report of Unserviceable Property (IIRUP).
3. Whereas the following procedures shall be strictly observed by the concerned units and committee as regards to disposal of unserviceable and obsolete equipment and properties:
 - a. Schools shall submit a request for disposal including the duly accomplished Waste Materials Report (WMR), Inventory and Inspection Report of Unserviceable Property (IIRUP), and Inventory and Inspection Report of Unserviceable Semi-Expendable Property (IIRUSP) to the SDO through the Supply Section;
 - b. The Supply Section shall verify the completeness and veracity of the documents submitted and forward the request together with the necessary requirements for disposal to the Office of the Commission on Audit;
 - c. The Auditor together with the Technical Staff shall inspect the items and determine their value and give written recommendation to the Schools Division Superintendent.



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- d. The Supply Section and Technical Staff shall prepare the necessary documents and forward the same to the Disposal Committee; and
 - e. The Disposal Committee shall recommend to the Schools Division Superintendent and BAC the mode of disposal.
4. Immediate dissemination and of strict compliance to this Memorandum is highly desired.

ELIAS A. ALICAYA JR. EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent